

MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 12 JUNE 2017

PRESENT: Chris Allen, Andrea Boyed, Valerie Broomfield, Liz de Kort, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Sine O'Sullivan, Sr Rosemary Revell, Kim Spark and Ray Webb

Apologies - An apology for absence was received from Stana Pezic

In attendance Karen Mitchell

1. Chris Allen read the opening karakia

2. Special Topic

2.1 Goal 3 Update

The update was circulated with the Board papers, main points

With the recent inclusion of St John's Primary, all contributing feeder schools are now in the CoL, the latest CoL update will be published with the newsletter.

Treaty of Waitangi work progresses - The Whanau group have met and have been tasked with getting strategic plans in place that line up with the school's strategic plans.

There has been a teacher-only-day for PD around restorative justice and the Respect Matrix is nearly ready to send to parents.

L. de Kort asked about timing of the expected impact of CoL. It is hoped that next year schools will start seeing the impact. C. Allen is pleased with the pace; work is progressing with a coordinated approach.

K. Hughes asked about Atawhai Groups and the review of these. It was explained that the review by the pastoral team was in order to strengthen the structure. Any concerns about Atawhai groups have been addressed. Year 11 students are now being used in Tuakana groups (these replace "peer support"). A. Boyed felt there was a lack of understanding about Tuakana. There was a discussion about the need to clarify roles, names, phrasing and terms used. Perhaps a glossary of terms could be produced.

2.2 National Standards

Detailed information was provided with the Analysis of Variance.

Work is being covered with Year 7&8 teachers around the MoE tool PaCT. Consistency of the Overall Teacher Judgements is an ongoing concern. V. Broomfield asked if there was enough time investment to do this. C. Allen believes the introduction of PaCT will not be optional. B. Macdonald noted there are increasing calls on teachers' time yet teacher numbers at the school have not changed in 3 years.

2.3 Appraisals

K. Mitchell explained the appraisal process attempts to improve teachers' growth and

should be aligned to the Annual Goals and Charter. This year the process has looked at SOLO - the language of learning and is focused on learning rather than assessing and getting students to know where they are with their learning.

CA confirmed all teachers currently meet registration requirements.

2.4 Review of Strategic Plan

C. Allen asked if the Board wanted to review the plan now or defer this until next year. After discussion it was decided the board was more comfortable dealing with the review next year as this year is about the board's consolidation.

Motion Moved: that the Board defers the review of the Strategic Plan until next year

Moved/Seconded

C. Allen/R. Revell

CARRIED

2.5 Health & Safety Policy

R. Webb said the initial meeting discussed operating in the same manner as the Property committee, with S. McFarlane from CCAL being co-opted on the BOT H&S committee. This has to be confirmed by CCAL.

Motion Moved: that the Board approves the Health & Safety Policy and its implementation

Moved/Seconded

C. Allen/K. Spark

CARRIED

3. Minutes of the Previous Meeting

- The draft Minutes of the meeting held on 8 May 2017 have been circulated. C. Allen requested the "Actions" be amended to delete the requirement for Val Lloyd to draft the H&S Policy for the BOT.

Motion Moved: that the Minutes are confirmed as a true and accurate record of the meeting with the above mentioned amendment

Moved/Seconded

R. Webb/K. Spark

CARRIED

4. Matters Arising

- R. Webb has sent letters of thanks.
- Report back regarding the Performing Arts meeting - K. Spark, B. Harrison and S. O'Sullivan reported back, this is now a matter for management and C. Allen will consider any further action against the annual goals.

5. Correspondence, taken as read

- Remits for the NZSTA Conference - A. Boyed will be the Board's representative at the conference.

Motion Moved: that A. Boyed be delegated by the Board to make the appropriate decisions on the remits.

Moved/Seconded

R. Webb/C. Allen

CARRIED

- Email from a parent refers to a matter for which Alan Curtis undertook an independent investigation. This investigation found the school had acted appropriately in terms of working with other agencies. The Board does not intend to investigate the matter any further unless required by a government agency. A. Boyed asked about the board's process for handling complaints. The process is that complaints come to C. Allen to deal with and if parties are still not happy after discussion with the principal, then the complaint is referred to the board. The Complaints Policy is

posted on the college website.

- BOT Training from the Auckland Catholic Diocese - this is a rerun of training already undertaken but members are welcome to attend if they wish to do so.
- Letter from the Ministry regarding Stella Maris and St Mary's Northcote wishing to de-cap their Y7 & Y8 classes - asking if the college Board has any views on this application.

Motion Moved: that the board supports the decision of the BOT of Stella Maris and St Mary's to de-cap
Moved/Seconded *R. Webb/C. Allen* **CARRIED**

7:05 pm, A. Boyed left the meeting

- Trip applications and sabbatical will be covered in the principal's report.

Motion Moved: that the board accepts the inward and tabled correspondence and approves the outward correspondence

Moved/seconded *R. Webb/L. De Kort* **CARRIED**

6. Principal's Report, taken as read

- Highlights discussed were -
 - C. Allen pointed out the links to information about the updates to the Education Act especially relating to the Integration Act and the increase in support from the Ministry for buildings in State-Integrated schools. Students in State-Integrated schools have the same rights as students in State schools the exceptions are - Special Character and Attendance Dues. Commitments to the Treaty of Waitangi now have to be taken into consideration in all board decisions.
 - De Paul House collection - the college community have been incredibly generous - 3 trucks of items have now been delivered to De Paul House.
 - A group of senior students attended the Student Leaders' Mass last Friday.
 - Pre-enrolments for next year are very good for Year 7 but slower for Year 9.
 - The first community engagement event has been held for randomly selected parents of Year 7 students, some really good feedback was received. Action from this will be to change the names of the Y7&8 core learning groups and get some information together for parents about school structures and nomenclature.
 - The college has arranged for a Maori Youth Leader, Marcus Akuhata Brown, to make presentations to the school and community.
 - The HOD Music organised some interaction with the Auckland Philharmonic Orchestra, which has proven beneficial for students.
 - H&S Incident report - there was a discussion about the high number of staff injuries.
 - Trip applications (for noting by the board) - are for the normal activities around Tournament Week plus a second Spirit of Adventure voyage.
 - Sabbatical applications from three staff - These are administered by TeachNZ and are for 32 weeks' study in 2018. The study must be pertinent to the teachers' roles.

Motion Moved: that the Board accepts the principal's report

Moved/Seconded *C. Allen/R. Revell* **CARRIED**

7.0 Student Representative

No issues to report.

8.0 Financial Report - taken as read

- B. Macdonald reported the committee was making good progress and monthly reporting is on track.
- The contract for IT support of \$70k needs renewal and the Finance Committee wants to roll this over for another year and then the board can make an informed decision on renewal next year. B. Macdonald is seeking retrospective approval from the board until next year i.e. rollover with the view to looking at this properly in 12 months. The contract is in order for signing and there will be no penalty charges and no breaches and is budgeted for. K. Hughes said it was good practice to have a list of contracts and their renewal dates.

Motion Moved: that the Board

- approves retrospectively the extension of the IT Support contract until next year having been reassured there will be no penalties and/or breaches
- Accepts the Finance Report

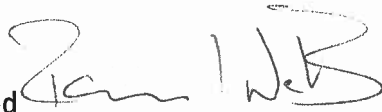
Moved/seconded

B. Macdonald/L. de Kort CARRIED

9.0 General Business

- Investigation into Foundations - L. de Kort and K. Hughes to have an update in Term 4.
- Treaty of Waitangi workshop - a request has been received for the Kaitakawaenga, Keri Cullen to attend. Keri to be invited.
- Staff morning tea on Friday 7th of July - R. Webb encouraged Board Members to attend the staff morning tea on 7 July at 10:45 am, if possible.

There being no further business, the meeting concluded at 7:47 pm

Signed  (Chair) Date 11/9/2017
 Ray Webb

The next meeting will be on the 10th of July 2017 - this is the first week of the holiday break and some members will be away. R. Webb will cancel the Board training by Alan Curtis for this meeting.

Opening prayer/karakia R. Revell

Closing prayer/karakia V. Broomfield